

## The City of Dothan Employee Disciplinary Action Report Form

Authority: Regulation III - DISCIPLINARY POLICY

## SECTION III - EMPLOYEE INFORMATION

Employee Name Mary Beth Brackin	Employee ID Number 100382	Hire Date 05/01/1992	Department Judicial Department
Employee Job Title Magistrate		Counseling Supervisor Name & Job Title Ms. Nancy Martin, Municipal Court Administrator	

## SECTION IV - OFFENSE AND TYPE OF ACTION

Check (X) Category and Offense (Circle) Rule Numbers Violated																								
<input type="checkbox"/> MINOR CATEGORY	<input type="checkbox"/> 1st Offense	<input type="checkbox"/> 2nd Offense	<input type="checkbox"/> 3rd Offense	<input type="checkbox"/> 4th Offense																				
Violation of Rule: Section 3-41.					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
<input checked="" type="checkbox"/> MAJOR CATEGORY	<input checked="" type="checkbox"/> 1st Offense	<input type="checkbox"/> 2nd Offense																						
Violation of Rule: Section 3-42.					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
<input type="checkbox"/> INTOLERABLE CATEGORY	<input type="checkbox"/> 1st Offense																							
Violation of Rule: Section 3-43.					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Check (X) Type of Disciplinary Action For This Offense																								
<input type="checkbox"/> FORMAL COUNSELING <input type="checkbox"/> WRITTEN WARNING <input checked="" type="checkbox"/> FINAL WRITTEN WARNING																								

## SECTION V - DETAILS OF THIS DISCIPLINARY ACTION REPORT

In the space below or on additional sheets provide detailed documentation of the rule(s) violated to include dates and time specific actions taken. Include details of recommendations for corrective action and consequences of future violations.

It is alleged that on or about the 7<sup>th</sup> day of January, 2004, you advised Mr. Theron Fondren, a defendant who was arrested on an alias warrant for failure to comply with the Court Referral Program, that he was wrongly arrested and that another employee was negligent regarding his case. This is directly insubordinate to a memorandum dated January 8, 2003 from Judge Gordon directing all Judicial Department Personnel that any citizen wishing to file suit against the City should be directed to the City Clerk's Office without comment upon possible liability. You acknowledged receipt of this memorandum during the investigation of this incident. This is in violation of Dothan Personnel Rules and Regulations Section 3-42 (6) action(s) or lack of action(s), that could cause undue financial loss to the City, and Section 3-42(14), insubordination. As you are aware, this is not the first instance of allegations of this nature against you, although disciplinary action was taken regarding that incident. As a veteran employee of the City of Dothan, you are looked upon as a lead person with demonstrated skills, experience, and are fully knowledgeable of the policies of the City of Dothan. These violations constitute a major category offense which imposes a one to twenty day suspension without pay. Further, any other major violation occurring within two (2) years of this date, shall result in discharge.

Supervisor Signature <i>Nancy C. Martin</i>	Date Signed 4/22/04	Department Head Signature <i>Theron Fondren</i>	Date Signed 4/22/04
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I acknowledge I was counseled or warned in reference to the rule violation(s) cited above. I understand my signature on this form acknowledges the counseling or warning took place for the reasons given. I understand my signature does not mean I agree or disagree with the statement documented on this form. I also understand I may provide a written explanation of the offense for which the counseling or warning report was issued and attach this written statement to this form. I understand this Personnel Form #147 and any attachments will be forwarded to the Personnel Department and become a part of my permanent employment record.

EMPLOYEE SIGNATURE *Mary Beth Brackin* Date Signed: *4/22/04*

Distribution: ☐ ORIGINAL to Personnel Department    ☐ COPY to Employee    ☐ COPY to Department Head